

## City & Guilds NVQ Diploma in Advice and Guidance Level 4



### In a nutshell

This qualification provides learners with the skills and underpinning knowledge required by employers in a broad range of roles where information, advice or guidance is provided.

### This course is for you if...

...anyone providing advice and guidance in a professional or voluntary role.

...anyone working in careers guidance, for a trade union, in a school, in housing, human resources or in health and social care.

### What will I be doing?

This is a National Vocational Qualification (NVQ). It involves the skills and knowledge needed for advice and guidance occupations including the ability to organise work and identify and prevent problems.



## COURSE INFORMATION LEAFLET

The learner must present evidence (recorded in a portfolio) which clearly shows they have met the assessment criteria and learning outcomes of the units chosen.

The learner must achieve the mandatory and optional units relevant to their pathway and occupational role.

Level 3 is ideal if you've been working in an advice and guidance environment for some time and have a great deal of technical skills plus a sound understanding of concepts and theories. You also have additional management responsibilities.

### **Additional information**

This qualification is delivered in the workplace, not on campus for individuals to attend. Delivery dates are agreed in advance with you and your employer.

This qualification is comprised of around 9 units depending on options chosen. It may take 9 to 14 months to complete. It is self-paced but our assessor team will put an initial plan in place to complete a unit per month, it is possible to complete it sooner. A formal quote can be issued once we understand your training need but as a guide, we charge £1000 per person plus additional awarding body registration fees (circa £191).

Apply online at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk)

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